



Cabazon Water District
14618 Broadway Street • P.O. Box 297
Cabazon, California 92230

FINANCE & AUDIT COMMITTEE MEETING

AGENDA

Meeting Location:
Cabazon Water District Office
14618 Broadway Street
Cabazon, California 92230

Meeting Date:
Tuesday, December 19, 2017 – 5:00 PM

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
FINANCE & AUDIT COMMITTEE

1. Discussion: Finance & Audit Committee Report
 - Balance Sheet
 - Profit and Loss Budget Comparison
2. Finance & Audit Committee District Payables Review and Approval/Signing

PUBLIC COMMENT

Any person may address the Board of Directors at this time on any matter within the subject matter jurisdiction of the Cabazon Water District; however, any matter that requires action will be referred to staff for investigation and reported at a subsequent Board of Directors meeting. The Board of Directors is prohibited by law from discussing or taking immediate action on items during this public comment period. To comment on specific agenda items, please advise the Board secretary prior to the meeting. **Each public comment will be limited to three (3) minutes. Individuals may not give their time away to another spokesperson. After two (2) minutes, the speaker will be notified that he/she has one (1) minute remaining. AB 1234 ORAL REPORTS (Gov. Code Sec. 53232.3(d))**

ADJOURNMENT

ADA Compliance Issues

In compliance with the Americans with Disabilities Act & Government Code Section 54954.2, if special assistance is needed to participate in a Board meeting, please contact the Clerk of the Board at (951) 849-4442. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.



Cabazon Water District
14618 Broadway Street • P.O. Box 297
Cabazon, California 92230

REGULAR BOARD MEETING

AGENDA

Meeting Location:
Cabazon Water District Office
14618 Broadway Street
Cabazon, California 92230

Meeting Date:
December 19, 2017 – 6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

REMEMBRANCE OF OUR SERVICE MEN AND WOMEN

ROLL CALL

CONSENT CALENDAR

All matters in this category are considered to be consistent with the Board/District goals, District Policies and Regulations adopted and/or approved by the Board of Directors, and will be enacted in one motion. There will be no separate discussion of these items. If discussion is required, items may be removed from the consent calendar and will be considered separately.

1. Approval of:

- a. Finance and Audit Committee Meeting Minutes and warrants approved by the committee of November 17, 2017
- b. Regular Board Meeting Minutes and warrants of November 17, 2017

2. Warrants – None

3. Awards of Contracts – None

REORGANIZATION

Background Information: In the past, the Cabazon Water District's Board of Directors has undergone reorganization after each election. (by General Manager Louie)

1. Discussion/Nomination/Vote: Board Chair
2. Discussion/Nomination/Vote: Board Vice Chair
3. Discussion/Nomination/Vote: Ad hoc Committees
 - Finance and Audit Committee (2 Directors)
 - Personnel Committee (2 Directors)
 - San Gorgonio Pass Water Task Force (1 Director)

UPDATES

1. Update: San Gorgonio Pass Regional Water Alliance Update
(by Director Israel)
2. Update: Manager's Operations Report
(by General Manager Louie)

PUBLIC COMMENTS

Any person may address the Board of Directors at this time on any matter within the subject matter jurisdiction of the Cabazon Water District that is listed on the agenda under Closed Session; however, any matter that requires action will be referred to staff for investigation and reported at a subsequent Board of Directors meeting. The Board of Directors is prohibited by law from discussing or taking immediate action on items during this public comment period. To comment on specific agenda items, please advise the Board secretary prior to the meeting. Each public comment will be limited to three (3) minutes. Individuals may not give their time away to another spokesperson. After two (2) minutes, the speaker will be notified that he/she has one (1) minute remaining. AB 1234 ORAL REPORTS (Gov. Code Sec. 53232.3(d))

CLOSED SESSION

- (1) CONFERENCE WITH LEGAL COUNSEL – Personnel Item

OPEN SESSION

Report to the public of action taken by the Board, if any.

OLD BUSINESS

1. Discussion: Sustainable Ground Water Update
(by General Manager Louie & Steve Anderson)
2. Discussion/Action: Customer Concern: Travis Lacy – Misc. charges

NEW BUSINESS

1. Discussion/Action: Senate Bill 415: Potential Change of Date of General Elections for the Board of Directors for the Cabazon Water District.

2. Discussion/Action: **RESOLUTION 05-2017: Revision of Authorized Signer for the District Chase Bank Accounts. Request to add Director Martin Sanderson as an authorized signer, and to remove former Director Teresa Bui as a signer on District Accounts.**

PUBLIC COMMENTS

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GENERAL MANAGER/BOARD COMMENTS

1. Future Agenda Items

The Board Chair or the majority of the Board may direct staff to investigate and report back to an individual(s) and the Board on matters suggested or direct the General Manager/Board Secretary to place the matter on a future Board meeting.

- Suggested agenda items from the Public.
- Suggested agenda items from Management.
- Suggested agenda items from Board Members.

2. Management Comments

Staff members may speak on items of information not requiring comment or discussion to the Board and public. Topics which may be included on a future meeting agenda may be presented but cannot be discussed. (3 minutes)

3. Board Member Comments

Board members may speak on items of information not requiring comment or discussion to the Board and public. (3 minutes)

MISCELLANEOUS

1. Future Board Items/Next Board Meeting Date(s)

- a. Finance & Audit Workshop – Tuesday – January 16, 2018, 5:00 pm
- b. Regular Board Meeting – Tuesday – January 16, 2018, 6:00 pm
- c. Personnel Committee – None
- d. San Gorgonio Pass Regional Water Alliance – Alliance Meeting -

ADJOURNMENT

ADA Compliance Issues

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Cabazon Water District
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FINANCE & AUDIT COMMITTEE MEETING

MINUTES

Meeting Location:
Cabazon Water District Office
14618 Broadway Street
Cabazon, California 92230

Meeting Date:
Tuesday, November 14, 2017 – 5:00 PM

CALL TO ORDER,
PLEDGE OF ALLEGIANCE,
ROLL CALL

Director Bui - Absent
Director Israel - Present

Calvin Louie (General Manager) - Present
Elizabeth Lemus, Board Secretary - Present
Cindy Byerrum, Financial Consultant - Absent

*Note: This meeting was recorded by the District -

FINANCE & AUDIT COMMITTEE

1. Discussion: Finance & Audit Committee Report
 - Balance Sheet
 - Profit and Loss Budget Comparison

Balance Sheet:

- The District's combined cash and LAIF balance is about \$587,300. The District's total liabilities are approximately \$1.18 million.

Profit and Loss:

- Line 2 Base Rate: This is the flat, fixed monthly charge to all residents for water service. YTD is at 28% and should catch up to the expected budget after the rate increase takes effect in January 2018.

- Line 3 Commodity Sales: This is the variable income from charges linked to the consumption of water. YTD is at 53% due to increased water usage during the Summer months.
- Line 4 DHPO Contract: This is the amount of the flat and variable charge to DHPO, which is segregated until their contract expires.
- Line 52 Engineering Services: YTD is at 40% due to an increased amount of State Water meetings due to the Sustainable Groundwater Management Act (SGMA) and Integrated Regional Water Management (IRWM).
- Line 86 Training/Travel: YTD is at 55% due to Water Bootcamp for two field employees and the general manager.
- Line 100 Grant & Loan Processing Fee: YTD is at 83% due to water loan grant administration fee for the period covering October 1, 2017 to September 30, 2018.

As of October 31st the fiscal year-to-date net income is about \$41,887.

2. Finance & Audit Committee District Payables Review and Approval/Signing

PUBLIC COMMENT

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ADJOURNMENT

Motion to adjourn at 17:11 hr. made by Director Israel and 2nd by Director _____.

Director Bui - Absent
Director Israel - Present

Meeting adjourned at 17:11 hr. on November 14, 2017

Robert Lynk, Board Chair
Board of Directors
Cabazon Water District

Elizabeth Lemus, Secretary
Board of Directors
Cabazon Water District

ADA Compliance Issues

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REGULAR BOARD MEETING

MINTUES

Meeting Location:
Cabazon Water District Office
14618 Broadway Street
Cabazon, California 92230

Meeting Date:
November 14, 2017 – 6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

REMEMBRANCE OF OUR SERVICE MEN AND WOMEN

ROLL CALL

Director Teresa Bui - Present
Director Maxine Israel - Present
Director Sarah Wargo - Present
Director Alan Davis - Present
Director Robert Lynk - Present

Calvin Louie, General Manager - Present
Elizabeth Lemus, Board Secretary - Present
Cindy Byerrum, Financial Consultant - Absent
Steve Anderson, Best Best & Krieger Law Firm - Absent
Joseph Ortiz, Best Best & Krieger Law Firm - Absent

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CONSENT CALENDAR

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1. Approval of:

- a. Finance and Audit Committee Meeting Minutes and warrants approved by the committee of October 17, 2017
- b. Regular Board Meeting Minutes and warrants of October 17, 2017

Motion to approve consent calendar item(s) a.) Finance and Audit Committee Meeting Minutes and warrants approved by the committee of October 17, 2017 and (b.) Regular Board Meeting Minutes and warrants of October 17, 2017 made by Director Israel and 2nd by Director Davis.

Director Bui - Aye
Director Israel - Aye
Director Wargo - Aye
Director Davis - Aye
Director Lynk - Aye

2. Warrants – None
3. Awards of Contracts – None

UPDATES

1. Update: San Gorgonio Pass Regional Water Alliance Update
(by Director Israel)
2. Update: Manager's Operations Report
(by General Manager Louie)

OLD BUSINESS

1. Discussion: Sustainable Ground Water Update
(by General Manager Louie & Steve Anderson)
2. Discussion/Action: Customer Concern: Travis Lacy – Misc. charges

Mr. Lacy explained his situation to the Board, and wished to present videos to the Board to further explain his case. The Board informed him that his concern would be tabled until the December Regular Board Meeting, and that Mr. Lacy would need to submit a District-furnished USB stick with the videos at least one week before the Dec. Board Meeting in order to provide the Board with enough time to review. Mr. Lacy was given a brand new 32 gb green USB memory stick before he left the meeting.

Motion to table Mr. Lacy's agenda item until the December Regular Board Meeting made by Director Wargo and 2nd by Director Bui.

Director Bui - Aye
Director Israel - Nay
Director Wargo - Aye
Director Davis - Nay
Director Lynk - Aye

3. Discussion: California Rural Water Association (CRWA) Annual Conference/EXPO: April 23-26, 2018 in Tahoe

This item will be brought up at a future Board Meeting once the class schedule is made available.

NEW BUSINESS

1. None

PUBLIC COMMENTS

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MISCELLANEOUS

1. Future Board Items/Next Board Meeting Date(s)

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- b. Regular Board Meeting – Tuesday – December 19, 2017, 6:00 pm
- c. Personnel Committee – None
- d. San Gorgonio Pass Regional Water Alliance – Alliance Meeting – TBD

ADJOURNMENT

Motion to adjourn at 18:37 hr. made by Director Israel and 2nd by Director Bui.

No roll call vote was made, but no objections were voiced by either Board or public.

Meeting adjourned at 18:37 hr. on Tuesday, November 14, 2017

Robert Lynk, Board Chair
Board of Directors
Cabazon Water District

Elizabeth Lemus, Secretary
Board of Directors
Cabazon Water District

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Cabazon Water District

Profit & Loss

November 2017

	Nov-17	YTD	Budget	YTD 42%
1 Operating Income				
2 Base Rate - Water Bills	\$ 56,889	\$ 282,822	\$ 801,200	35%
3 Commodity Sales	26,804	161,914	252,600	64%
4 DHPO Contract	19,219	97,295	193,800	50%
5 Fire Sales - Water Bills	196	981	2,200	45%
6 Fire Flow Income	-	300	150	200%
7 Meter Install and Removal	-	-	80	0%
8 Penalty Fees - Water Bills	6,229	22,189	34,600	64%
9 Lien Reinstatement Fees	-	-	1,000	0%
10 New Account Fees - Water Bills	185	870	1,500	58%
11 Incident Fee - Water Bills	250	250	140	179%
12 Returned Check Fees	60	240	500	48%
13 Basic Facilities Fee	-	23,320	33,200	70%
14 Stand By Fees - Tax Revenue	-	14,189	113,600	12%
15 Total Operating Income:	<u>109,833</u>	<u>604,371</u>	<u>1,434,570</u>	42%
16 Non-Operating Income				
17 Property Taxes	128	1,314	60,900	2%
18 Cell Tower Lease Income	2,006	8,025	23,100	35%
19 Misc. Non-Operating Income	268	996	-	0%
20 Interest Income	785	3,668	7,400	50%
21 Total Non-Operating Income	<u>3,059</u>	<u>12,688</u>	<u>30,500</u>	42%
22 Total Income	<u>113,020</u>	<u>618,373</u>	<u>1,525,970</u>	41%
23 Expense				
24 Payroll				
26 Directors Fees	1,300	5,900	20,000	30%
25 Management & Cust. Service:				
27 Customer Accounts	3,661	19,784	43,800	45%
28 Business Admin Manager	4,154	26,740	54,200	49%
29 Office Assistant	-	2,465	8,100	30%
30 General Manager	6,228	39,351	84,900	46%
31 Total Mgmt. & Cust. Service:	<u>14,043</u>	<u>88,339</u>	<u>191,000</u>	46%
32 Field Workers	7,782	41,599	85,000	49%
33 Total Payroll	<u>21,825</u>	<u>129,939</u>	<u>276,000</u>	47%
34 Employee Benefits Expense				
35 Workers Comp.	675	4,143	14,100	29%
35 Employee Health Care	9,744	29,563	62,300	47%
36 Pension	6,420	24,270	54,200	45%
37 Total Employee Benefits Expense	<u>16,839</u>	<u>57,977</u>	<u>130,600</u>	44%
38 Payroll Taxes	1,750	11,179	27,200	41%
39 Total Payroll - All Expenses:	<u>41,714</u>	<u>204,995</u>	<u>453,800</u>	45%

Cabazon Water District
Profit & Loss
November 2017

		Nov-17	YTD	Budget	YTD 42%
40	Operational Expenses				
41	Facilities, Wells, T&D				
42	Lab Fees	120	1,795	8,000	22%
43	Site Landscaping & Maint	45	225	700	32%
44	Meters	100	2,093	5,000	42%
45	Generator Service Contractor	361	367	2,400	15%
46	Utilities - Wells	11,160	51,290	117,900	44%
47	SCADA	52	131	4,900	3%
48	Line R&M Contractor	-	-	12,500	0%
49	Line R&M Materials	2,722	8,429	60,000	14%
50	Well Maintenance	537	14,317	36,000	40%
51	Security	1,408	7,627	24,410	31%
52	Engineering Services	15,105	47,762	80,900	59%
53	Chlorinators	46	61	4,180	1%
54	Facilities, Wells, T&D - Other	343	343	10,000	3%
55	Total Facilities, Wells, T&D	31,999	134,442	366,890	37%
56	Utilities - Office				
57	Electricity	1,253	6,514	15,100	43%
58	Gas	31	141	710	20%
59	Telephone	791	3,897	10,500	37%
60	Trash Pickup & Office Cleaning	358	1,789	4,400	41%
61	Total Utilities - Office	2,433	12,341	30,710	40%
62	Office Expenses				
63	Water Billing System	177	886	2,500	35%
64	Supplies & Equipment	145	960	9,700	10%
65	Copier and Supplies	237	1,633	8,100	20%
66	Dues & Subscriptions	-	-	1,700	0%
67	Postage	649	2,789	12,900	22%
68	Printing & Publications	-	240	6,100	4%
69	Leases & Rents	-	82	300	27%
70	Computer Services	2,687	13,283	36,800	36%
71	Office Radio	-	-	500	0%
72	Office Storage	500	2,500	6,100	41%
73	Air Conditioning Servicing	379	1,895	4,500	42%
74	Fire Alarm System Servicing	-	288	600	48%
75	Office Expenses - Other	-	594	1,300	46%
76	Total Office Expenses	4,774	25,151	91,100	28%
77	Support Services				
78	Temporary Labor	-	5,010	10,000	50%
79	Financial Audit	1,500	6,855	22,100	31%
80	Accounting	5,706	11,244	30,000	37%

Cabazon Water District
Profit & Loss
November 2017

		Nov-17	YTD	Budget	YTD 42%
81	Legal Services	4,361	25,035	115,100	22%
82	Bank Service Charges	55	254	1,500	17%
83	Payroll Service	275	1,565	5,100	31%
84	General Liability Insurance	943	4,715	21,900	22%
85	Total Support Services	12,840	54,677	205,700	27%
86	Training/Travel	1,056	4,904	7,000	70%
87	Other Fees/SWRCB	-	2,505	19,600	13%
88	Service Tools & Equipment				
89	Shop Supplies and Small Tools	-	405	6,100	7%
90	Vehicle Fuel	1,418	5,415	12,200	44%
91	Employee Uniforms	-	334	1,500	22%
92	Safety	-	-	500	0%
93	Tractor Expenses	-	456	5,500	8%
94	Equipment Rental	(285)	159	1,000	16%
95	Service Trucks - R&M	2,487	4,865	14,400	34%
96	Water Ops Phone & Internet	85	341	3,600	9%
97	Communications	-	-	3,300	0%
98	Total Service Tools & Equipment	3,706	11,974	48,100	25%
99	Non-Operating Expenses				
100	Grant & Loan Processing Fee	-	1,325	1,600	83%
101	DWR Interest on Loans	-	5,841	11,236	52%
102	DHPO Interest Expense	-	6,120	10,802	57%
103	Bad Debt Expense	-	-	1,200	0%
104	Miscellaneous	115	1,321	5,000	26%
105	Website Support	110	850	1,300	65%
106	DHPO Capacity Fees	1,750	8,750	-	0%
107	Total Non-Operating Expenses	1,975	24,208	31,138	78%
108	Depreciation Expense	22,192	110,958	266,300	42%
109	Total Expense	122,688	586,154	1,520,338	39%
110	Net Income	(9,668)	32,219	5,632	572%

Cabazon Water District
Balance Sheet
November 30, 2017

		<u>Nov 30, 17</u>
1	ASSETS	
2	Current Assets	
3	Checking/Savings	
4	11020 · General Bank Account-Chase	156,710
5	11030 · Payroll Bank Account-Chase	58,774
6	11040 · Trust Account- Chase - Cus Dep	8,497
7	11050 · Local Petty Cash	100
8	Total Checking/Savings	<u>224,080</u>
9	Accounts Receivable	
10	12021 · Accounts Rec - Special Invoices	17,536
11	Total Accounts Receivable	<u>17,536</u>
12	Other Current Assets	
13	12000 · Accounts Receivable	
14	12011 · Accounts Receivable - Co 1	125,366
15	12012 · Accounts Receivable - Co 2	50,410
16	12013 · Unbilled UB AR	67,196
17	12014 · Allow for Doubtful Accts Co 1	(16,732)
18	12015 · Allow for Doubtful Accts Co 2	(14,184)
19	12023 · Taxes Receivable	681
20	12024 · Taxes Receivable - Stand By	14,189
9	12000 · Accounts Receivable	244,461
10	13010 · LAIF	
11	13011 · LAIF	354,565
12	13012 · LAIF Annual Market Adjustment	3,524
10	13010 · LAIF	<u>358,089</u>
11	13020 · Bank of NY Trustee Accounts	
12	13021 · Reserve Fund - DWR-HS 528	48,796
13	13022 · Repayment Fund DWR-HS 525	4,091
11	13020 · Bank of NY Trustee Accounts	<u>52,887</u>
12	13040 · Prepaid Expenses	9,115
13	13060 · Inventory Total	80,438
14	Total Other Current Assets	<u>744,991</u>
15	Total Current Assets	<u>969,072</u>
16	Fixed Assets	
17	14200 · Construction in Process	
18	14204 · CIP Cabazon Outlets Expansion	9,692
19	14209 · CIP Super Map	9,455
20	14210 · CIP 50100 Main St. Property	69,701
21	Total 14200 · Construction in Process	<u>88,849</u>
22	14310 · Tools and Equipment	123,319
23	14320 · Source of Supply	
24	14321 · Source of Supply- DHPO Intercon	709,905
25	14320 · Source of Supply - Other	822,783

Cabazon Water District

Balance Sheet

November 30, 2017

		<u>Nov 30, 17</u>
23	14320 · Source of Supply	1,532,687
24	14330 · Transmission & Distribution	10,173,270
25	14340 · Buildings & Structures	12,281
26	14350 · Water Treatment	8,800
27	14360 · Office Furniture and Equipment	72,691
28	14370 · Intangible Plant	11,032
29	14380 · Vehicles	106,309
30	14400 · Land	689,548
31	14500 · Accumulated Depreciation	(5,140,615)
32	Total Fixed Assets	<u>7,678,171</u>
33	TOTAL ASSETS	<u><u>8,647,243</u></u>
34	LIABILITIES & EQUITY	
35	Liabilities	
36	Current Liabilities	
	Accounts Payable	
	21100 · Accounts Payable	10,440
37	Accounts Payable	<u>10,440</u>
38	Other Current Liabilities	
39	21250 · Developer Deposits	
40	21251 · Dollar General	1,183
41	Total 21250 · Developer Deposits	<u>1,183</u>
42	21300 · Customer Deposits	
43	21330 · Customer Deposits - Co 1	3,500
44	21340 · Customer Deposits - Co 2	4,584
45	Total 21300 · Customer Deposits	<u>8,084</u>
46	21420 · Accrued Vacation Pay	10,270
47	21440 · DWR-HS Payable - Current	18,809
48	21450 · Current Portion Zion's Bank Ln	76,943
49	21460 · Accrued Payroll	6,267
50	21470 · Accrued Payroll Taxes	456
51	21480 · Accrued Interest	5,980
52	21510 · Employee Deductions	(0)
52	Total Other Current Liabilities	<u>127,991</u>
53	Total Current Liabilities	<u>138,431</u>
54	Long Term Liabilities	
55	22000 · DWR-H Loan Payable (Payoff '26)	356,925
56	22100 · Zion's Bank Long Term (2023)	376,144
57	22200 · RCEDA Loan Payable	300,000
58	Total Long Term Liabilities	<u>1,033,069</u>
59	Total Liabilities	<u>1,171,500</u>
60	Equity	
61	31010 · Net Investment in Capital Asset	4,091,921
62	31020 · Restricted for Debt Service	233,447
63	31030 · Unrestricted Net Assets	

Cabazon Water District

Balance Sheet

November 30, 2017

		<u>Nov 30, 17</u>
64	31041 · Reserved for Almond Vault Refur	50,000
65	31030 · Unrestricted Net Assets - Other	921,430
66	Total 31030 · Unrestricted Net Assets	<u>971,430</u>
67	32000 · Retained Earnings	(134,328)
68	32001 · Prior Period Adjustment	2,281,054
69	Net Income	32,219
60	Total Equity	<u>7,475,743</u>
61	TOTAL LIABILITIES & EQUITY	<u><u>8,647,243</u></u>

REBECCA SPENCER
Registrar of Voters



ART TINOCO
Assistant Registrar of Voters

REGISTRAR OF VOTERS
COUNTY OF RIVERSIDE

November 7, 2017

Subject: Special Districts - Senate Bill 415

The Riverside County Registrar of Voters Office is providing you with an important update to election laws that will impact your schedule of elections. It is strongly recommended that jurisdictions consult with their respective legal counsel regarding this matter.

Overview of SB 415

Senate Bill ("SB") 415 may require your jurisdiction to transition to November of even-year elections. This memorandum provides a summary of SB 415, and an overview of the process for transitioning to November of even-year elections.

On September 1, 2015, Governor Jerry Brown signed SB 415 into law. The law requires jurisdictions with regularly scheduled odd-year elections which have experienced "significant decrease in voter turnout" in the last regularly scheduled election to adopt a plan to transition to even-numbered year general elections no later than January 1, 2018. Significant decrease in voter turnout is described as voter turnout at least 25% less than the average turnout for the previous four statewide general elections.

Applying SB 415 to Riverside County

The average turnout for the previous four statewide general elections (2016, 2014, 2012, and 2010) was 60.93%; in comparison, the turnout for the regularly scheduled 2015 election was 22.17%, the difference in turnout is 38.76%. Voter turnout for odd year elections in comparison to even year elections consistently yields a difference greater than 25%. As such, it is our understanding that your jurisdiction may be required to adopt a resolution to initiate the transition to November of even-numbered year elections, no later than January 1, 2018. It is our interpretation that if a resolution to initiate the transition to November of even-numbered year elections is passed before January 1, 2018 pursuant to SB 415, the jurisdiction has the option to delay the official transition to even-numbered year elections to the 2022 statewide general election, at the latest.

REBECCA SPENCER
Registrar of Voters



ART TINOCO
Assistant Registrar of Voters

REGISTRAR OF VOTERS
COUNTY OF RIVERSIDE

Special Districts May Move to 2018

Elections Code section 1303(b) allows the governing body of a special district the ability to transition to November of even-numbered year elections regardless of whether they experience decreased voter turnout.

Steps Required for Jurisdiction to Move

Briefly, here are the steps that Elections Code 10403.5 specifies:

1. The jurisdiction submits a resolution to the Registrar of Voters;
2. The Registrar of Voters Office notifies all jurisdictions of the resolution and seeks input;
3. The Board of Supervisors must approve the consolidation within 60 days unless it finds cause not to;
4. After Board of Supervisors approval, the Registrar of Voters Office sends a notice to all registered voters regarding the change at the jurisdiction's expense; and
5. The terms of incumbent officeholders are extended accordingly, no term of office shall be increased by more than 12 months.

We have included a sample resolution with this letter for your reference; however we recommend that you consult with your own legal counsel as to the proper format of the resolution for your jurisdiction's purposes.

Please refer questions to Rachel Rathbone at (951) 486-7318 or Leticia Flores at (951) 486-7212.

Sincerely,

REBECCA SPENCER
Registrar of Voters



Cabazon Water District

14618 Broadway Street • P.O. Box 297
Cabazon, California 92230

RESOLUTION NO. 05-2017

Removal and Revision of Authorized Signers

The Cabazon Water District Board of Directors has concluded that the following individual(s) be added to all Cabazon Water District (the "District") bank accounts:

- 1. Mr. Martin Sanderson

And that the following individual(s) be removed from all District bank accounts:

- 1. Ms. Teresa Bui (former Director)

Furthermore, the Cabazon Water District Board of Directors has concluded that the following specific Chase Bank accounts are to be updated:

- General Xxx-xxx-2623
- Payroll Xxx-xxx-2631
- Trust Xxx-xxx-2673

PASSED AND ADOPTED by the Board of Directors of the Cabazon Water District, Riverside County, State of California, this ____ day of _____, 2017.

MOTION: Director _____

SECOND: Director _____

AYE: _____

NAY: _____

BY: _____
_____, Board Chair
Board of Directors
Cabazon Water District

ATTEST: _____
Elizabeth Lemus
Board Secretary
Cabazon Water District



Cabazon Water District

14816 Broadway Street • P.O. Box 297
Cabazon, California 92230

November 16, 2017

Travis Lacy
Adele Avenue
Cabazon, CA 92230

RE: Water Account #0041TL

Sent U.S. Postal Service Registered Mail &
Blue Tagged with this letter at the service address.

Dear Mr. Lacy,

Thank you very much for taking the time to appear before the Cabazon Water District's Board of Directors (the "Board") to present your case regarding the concerns to the above indicated water account.

This will be your only notice that your matter is scheduled to be heard by the Board on **Tuesday, December 19, 2017 at 6:00 PM** in the **Board Room** located at **14618 Broadway Street, Cabazon, CA 92230**.

During the November 14, 2017 Regular Board Meeting, you were issued a brand new, in the package, 32 GB SanDisk Cruzer Blade USB Flash Driver (memory stick) to download all videos or photos you had stated to the Board as your evidence supporting your claim against the District.

If possible, please generate a list of each video clip, photo, and any other digital documents identifying each with a brief description.

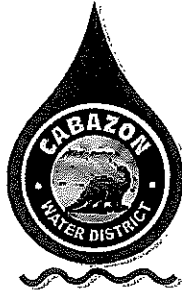
As explained by Chairman Lynk to you at the last November 14, 2017 Board meeting, it is your responsibility to prepare a legitimate and understandable presentation for the Board to make an informed decision.

As a courtesy, please download all your video and photo data onto the memory stick and deliver it to the District Administration facility at least one week prior to the scheduled December Board meeting. This would be **Tuesday, December 14, 2017**, on or before **4:30 PM**.

This would permit the District to disseminate your video, photos, and other supporting documents to Board members to review prior to the meeting.

Thank you very much,

Calvin Louie
General Manager



Cabazon Water District

14816 Broadway Street • P.O. Box 297
Cabazon, California 92230

October 10, 2017

Travis Lacy
P.O. Box
Adele Avenue
Cabazon, CA 92230

RE: Water Account #0041TL

Sent U.S. Postal Service Registered Mail &
Blue Tagged with this letter at the service address.

Dear Mr. Lacy,

Thank you very much for taking the time to meet with our Business Manager Ellie Lemus and myself on October 5, 2017, at 10:00 AM at the water district administration facility.

The list below is to memorialize a few of the highlights of that meeting:

1. During the above meeting, you (Lacy) formulated the opinion that the District personnel that answered the non-business hour emergency phone line was intoxicated.
2. During the above meeting, you (Lacy) formulated the opinion that one of District personnel that responded to your residence on June 11, 2017 was the same District personnel that answered your call.
3. During the above meeting, you (Lacy) denied your inappropriate verbal demeanor and use of profanity.

4. During the above meeting, you (Lacy) alleged District personnel had “robbed” you (Lacy) of your parts that you (Lacy) had installed prior to the arrival of the District’s Field Crew (FCW) indicating the FCW had left with your parts.
5. During the above meeting, you (Lacy) alleged the District of charging water customers for upgrades and faulty workmanship.

It was explained to you (Lacy) at the meeting that the original cost to the District was **\$1,401.39** and after subtracting the upgrades, which includes labor, parts, material, back-hoe, and service trucks your cost was **\$547.81**. This amount reflects the emergency response which includes labor, service trucks, parts, material, applicable incident fees and interest that applied to the reparations you are responsible for per *Cabazon Water District Ordinance 7.6 Damage to Water System Facilities* as stipulated to the correspondence sent you on August 24, 2017 in which you brought a copy at the meeting.

6. During the meeting of October 5, 2017, I (Louie) requested you (Lacy) download copies of the digital photos and videos shown during the meeting. I (Louie) advised you (Lacy) that I (Louie) would review each photo and video clips to render a decision. A forty-eight hour (48.0 hr.) was suggested and a reimbursement by the District for the cost of the memory stick or DVD was offered. You (Lacy) stated that was too short of a time.
7. You (Lacy) also alleged the challenges you have had with reaching out to District personnel. Your complaint was accusing District administration staff of not providing you with an explanation of your high water bills and water account history. The Business Manager (Lemus) replied she had personally attempted to provide you with copies of your water account history, but you (Lacy) would either leave prior to receiving the copy or decline it.

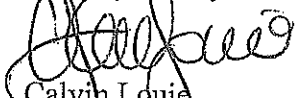
Lemus did leave the meeting to make you copies of your water account history. During her absence, you (Lacy) asked me what I (Louie) thought about the situation. I (Louie) reiterated to please submit electronic copies of the photos and videos for my review and I (Louie) would take them into consideration in rendering a decision on your request to have the charges taken off your water account.

In the presence of Lemus, as she had just returned from the copy machine, you (Lacy), in an agitated manner, arose out of your seat and made the spontaneous statement you were going to the Sheriff’s Station to initiate a crime report against District personnel for “robbing” your water parts. You (Lacy) further stated, “I am not playing your games” and left.

Your matter has been placed on the regular board meeting agenda scheduled for Tuesday, October 17, 2017, at 6:00 PM in the Board/Community Multi-purpose room located at 14618 Broadway Street, Cabazon, CA 92230.

Your failure to appear before the Board shall result in an interruption of water services on Wednesday, October 18, 2017 as stipulated in the Urgent Notice, dated October 2, 2017. Please be prepared to present your case to the Water Board, including, but not limited to creditable witness testimonies, photos, video clips, and supporting documents.

Thank you very much,



Calvin Louie
General Manager



Cabazon Water District

14816 Broadway Street • P.O. Box 297
Cabazon, California 92230

August 24, 2017

Travis Lacy
P.O. Box
Adele Ave.
Cabazon, CA 92230

RE: Water Account 0041TL

Dear Mr. Lacy,

On June 11, 2017, at approximately 4:03 PM, you called the Cabazon Water District's (the "District") 24 hour water emergency phone line to report a ruptured water pipeline within your private plumbing. You also admitted that you made several failed attempts to shut-off the water at the customer shut-off valve which caused leaking at the water meter.

During this phone conversation with me, you had claimed that you had addressed the faulty water meter and its apparatuses with the District resulting in a negative response.

I advised you that it would be up to two (2.0) hours before District personnel could arrive. You became upset, used inappropriate language, and stated you were a plumber and threatened to work on District water apparatuses (water meter, meter box, valves, and service lateral) yourself.

Based on the District's ordinance **4.10 Service Connection** stipulates, "*If any of the District's equipment is damaged to an extent requiring replacement, such replacement shall be at the Customer's expense.*" and you were told of this Ordinance by me during our phone conversation.

Upon the arrival of District personnel on June 11, 2017, at approximately 5:18 PM, about 1 hour and 15 minutes after your phone call. Both District personnel, along with photos, observed you had removed the water meter. You made the spontaneous statement that you were working on the ball valve at the water meter in which in your (Lacy) opinion was faulty.

Since then, the District has completed upgrading your service lateral connection, replaced a new water meter, curb stop valve, and customer shut-off valve. **The District is seeking partial reimbursement from you for the amount of \$547.81.** This amount represents mileage, man hours, material, parts, and a non-business hour call-out charge.

7.6 Damage to Water System Facilities

The owner shall be liable for any damage to the service facilities when such damage is from causes originating on the premises by an act of owners or their tenants, agents, employees, contractors, licensees, or permittees, including the breaking or destruction of locks by the owner or others on or near a meter, and any damage to a meter that may result from hot water or steam from a boiler or heater on the owner's premises. The District shall be reimbursed by the owner for any such damage on presentation of a bill.

The above amount is **due within thirty (30) days** from the date of receipt. You may request **payment arrangements** or your water service will **be interrupted for non-payment on Monday, September 25, 2017.**

10.1.14 Termination for Non-payment

- a) *The District will not terminate residential service on account of nonpayment of a delinquent account unless the District first gives notice of the delinquency and impending termination, at least 10 days prior to the proposed termination, by means of a notice mailed, postage prepaid, to the Customer to whom the service is billed not earlier than 19 days from the date of mailing the District's bill for services, and the 10-day period shall not commence until five days after the mailing of the notice. (Gov. Code, § 60373(a).)*
- b) *The District shall make a reasonable, good faith effort to contact an adult person residing at the premises of the Customer by telephone or in person at least 48 hours prior to any termination of service except that whenever telephone or personal contact cannot be accomplished, District shall give, by mail or by posting in a conspicuous location at the premises, a notice of termination of service, at least 48 hours prior to termination. (Gov. Code, § 60373(b).)*
- c) *Every notice of termination of service pursuant to subdivision (a) shall include all of the following information.*

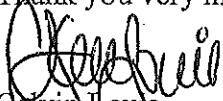
- (1) *The name and address of the Customer whose account is delinquent.*
- (2) *The amount of the delinquency.*
- (3) *The date by which payment or arrangements for payment is required in order to avoid termination.*
- (4) *The procedure by which the Customer may initiate a complaint or request an investigation concerning service or charges, except that if the bill for service contains a description of that procedure, the notice pursuant to subdivision (a) is not required to contain that information.*
- (5) *The procedure by which the Customer may request amortization of the unpaid charges.*
- (6) *The procedure for the Customer to obtain information on the availability of financial assistance, including private, local, state, or federal sources, if applicable.*
- (7) *The telephone number of a representative of the District who can provide additional information or institute arrangements for payment.*

Every notice of termination of service pursuant to subdivision (b) shall include the items of information in paragraphs (1), (2), (3), (6), and (7). All written notices shall be in a clear and legible format. (Gov. Code, § 60373(c).)

- d) *If a residential Customer fails to comply with an amortization agreement, the District shall not terminate service without giving notice to the Customer at least 48 hours prior to termination of the conditions the Customer is required to meet to avoid termination, but the notice does not entitle the Customer to further investigation by the District. (Gov. Code, § 60373(d).)*
- e) *No termination of service may be effected without compliance with this section, and any service wrongfully terminated shall be restored without charge for the restoration of service. (Gov. Code, § 60373(e).)*

Please do not hesitate to contact the District if you should have any questions.

Thank you very much,


Calvin Louie
General Manager

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

TRAVIS LACY
PO BOX
CABAZON, CA 92230



9590 9403 0442 5169 3662 94

2. Article Number (Transfer from service label)

7015 1660 0000 4924 2816

COMPLETE THIS SECTION ON DELIVERY

A. Signature

x *Elizabeth Aust* Agent
 Addressee

B. Received by (Printed Name)

Elizabeth Aust

C. Date of Delivery

8/29/17

D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No

3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Registered Mail™
- Registered Mail Restricted Delivery
- Return Receipt for Merchandise
- Signature Confirmation™
- Signature Confirmation Restricted Delivery
- Priority Mail Express®



Cabazon Water District
14618 Broadway St.
P.O. Box 297
Cabazon, CA 92230
(951) 849-4442

Invoice

Date	Invoice #
8/7/2017	03232025

Bill To
Travis Lacy 1 Adele Ave. PO Box Cabazon, CA 92230

P.O. No.	Terms	Project
6/11/17 Leak Repair	Due on receipt	

Quantity	Description	Rate	Amount
1	Repair Materials	0.00	0.00
1	Labor Expenses	90.89	90.89
		456.92	456.92
Total			\$547.81